

13 September 1983

MEMORANDUM FOR: DD/OP/SP
DD/OP/R&P
DD/OP/PA&E

FROM:

C/HRPS

SUBJECT: FY 1983 Accomplishments
and FY 1986 Initiatives

1. The Office of Personnel has been tasked to provide a summary of accomplishments and proposed initiatives at a planned DDA conference. In order to prepare Mr. Magee for this presentation, by 22 September 1983 each of the Personnel Deputy Directors is requested to provide a brief review of FY 1983 accomplishments within their area of responsibility. In addition, by 26 September 1983 it is also requested that each OP Deputy Director provide a review of initiatives to be proposed for FY 1986 .

2. To the extent feasible, the review of FY 1983 accomplishments should highlight the new activities initiated with FY 1983 base resources, relative success, and office impact. The summary of FY 1986 initiatives should include a review of the impact of continuing our FY 1985 initiatives into FY 1986 and their relationship to the FY 1986 proposals.

3. The short deadlines are regrettable, but necessary, if all input is to be consolidated into an office response. The shorter deadline for FY 1983 accomplishments reflects this as the less complex task. While you are preparing your material, I will be pulling together OP's budgetary and planning data in an effort to integrate it into a consolidated OP review of both areas. Please give me a call [] if I can help to clarify this requirement.

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jmr

(13 September 1983)